



Procurement Advisor Personal Services Contractor (PSC)

A. Introduction

The Millennium Challenge Corporation (MCC) is a U.S. Government corporation whose mission is to provide assistance that will support economic growth and poverty reduction in carefully selected developing countries that demonstrate a commitment to just and democratic governance, economic freedom, and investments in their citizenry. MCC has executed or is in the process of executing approximately 20 Compacts with Governments of recipient countries that set forth the general terms and conditions under which MCC will provide funding to the Millennium Challenge Account (MCA) programs to help facilitate poverty reduction. The Procurement Directors oversee the procurement activities required to implement an MCC-funded Compact. To receive assistance, eligible countries are required to enter into a public agreement (Compact) with the MCC that includes a multi-year plan for achieving shared development objectives and the responsibilities of each country in achieving those objectives, regular benchmarks to measure progress, multi-year financial plan, and a plan to ensure accountability for the use of MCA assistance. The procurement efforts are conducted by the host country MCA using MCC-provided procurement guidelines and standard bidding documents, which are based on the World Bank procurement guidelines and standard bidding documents. MCC Compact-funded procurements are not conducted using the Federal Acquisition Regulations (FAR).

Procurements funded under the MCC Compact are managed by one or more Procurement Agents (PA) serving the MCA Entity. Each PA may be a government or an independent entity and works closely with the MCA Entity to ensure that procurements are conducted in compliance with MCC PPG.

B. Scope of Work

DCO is currently seeking an individual Personal Services Contractor (PSC) to serve as a Procurement Director supporting the Department of Compact Operations.

The primary purpose of this position is to serve as the primary MCC Procurement Director for an assigned Millennium Challenge Account (MCA) country or countries with responsibility for overseeing implementation of Compact procurements, including projects in specific eligible countries. The Procurement Advisor is required to be an experienced procurement professional who will work under the guidance of the regional Senior Director for Fiscal Accountability and Procurement, as a member of the regional Fiscal Accountability and Procurement Team. The Procurement Advisor performs the following duties:

C. Tasks

- Serves as the MCC Procurement Director for an assigned MCA country or countries with responsibility for overseeing implementation of MCC funded procurements. Places strong emphasis on management of the procurement lifecycle starting with planning, through development of bidding documents, conducting evaluations/awarding contracts, and administering/closing out contracts.
- Participates as a member of the assigned country team in the review and revision of the MCA procurement-related documents to ensure compliance with all MCC procurement guidance.
- Reviews procurement plans, procurement performance reports, bidding documents, evaluation reports, draft contracts, and contract modifications from the MCA countries and provides recommendations to the MCC ISTs regarding compliance with the MCC Program Procurement Guidelines.

- Reviews fraud and corruption allegations reported by bidders to prevent, detect and remediate fraud and corruption in the development and implementation of compacts with partner countries.
- Provides training to MCC and MCA staff on a wide variety of topics covering the entire procurement lifecycle.
- Reviews and provides guidance to the MCAs for the handling of misprocurement cases.
- Negotiates and resolves difficult specific procurement issues with the MCA and MCC country teams during implementation; handles questions from the MCAs on bidding and award issues; ensures that the MCAs document complaints and provides guidance to the MCAs on handling complaints.
- Performs Contracting Officer Technical Representative and Project Monitor responsibilities for MCC consultant contracts.
- Participates in Compact closure activities to ensure that the MCC and MCA teams fully document all procurement related events associated with the Compact.
- May participate in preparation and appraisal missions for the assigned portfolio of projects as sole procurement expert; assess procurement implications of project design, evaluate institutional capacity of MCA countries to conduct procurement operations, and develop suitable procurement plans.

Candidates shall be fully proficient in international best practices in procurement, and related subjects. This understanding could be gained through working on projects funded through bilateral (USAID, etc.) or multilateral (World Bank, ADB, IADB, UN. etc.) agencies, either on the side of the donor or as a supplier to these agencies.

D. Type of Contract and Period of Performance

The candidate(s) will be offered a personal service type contract with a 12 month base period, plus options for four additional years. Services will be required on a full time basis

E. Evaluation Criteria

The selection process will focus on the following aspects of the candidate:

- Procurement focused experience with developing countries. Demonstrated experience in Africa, particularly the Francophone countries, is highly desirable.
- A minimum of ten years of experience in contracting or related positions.
- Experience and familiarity with the Procurement Guidelines and Standard Bidding Documents of MCC, the World Bank and other multilateral organizations;
- Demonstrated experience working on international grant or loan programs and projects (either as a supplier or buyer of goods and services);
- Excellent communication skills with ability to address orally and in writing difficult issues;
- Immediate availability to undertake the assignment
- Fluency (written and oral) in French, Spanish or Portuguese is highly desirable
- Must be eligible for a public trust clearance

F. How to Apply

Interested parties should submit by email to recruitment@mcc.gov the following package: 1) Curriculum Vitae and 2) a brief cover letter that addresses **all** Evaluation Criteria as listed in this advertisement and provide the following information: three professional references and proposed hourly rate, salary information/hourly rates for the past three (3) years. Please include "Procurement Advisor" in the subject line of your email.

This announcement is an open continuous position. Resumes will be evaluated every three months. MCC is an equal opportunity employer.